

STREET CLOSING PERMIT REQUEST

(This request must be submitted 30 days prior to the event)

Name of Person Requesting_____

Address_____

Phone_____

Organization (If applicable)_____

Responsible Party_____ Address _____

Phone_____

Date of Event_____ Time_____ to_____

Nature of Activities_____

Streets/intersections requested to be blocked off_____

Signature of Applicant

Date

Approved _____

Disapproved _____

Chief of Police_____

Captain of Police_____

cc: Fire Department
Public Works
City Clerk
Oneida County Ambulance
Police Department Dispatch
Oneida County Sheriff's Dept.

STREET CLOSING POLICY

Policy:

The Department shall respond within reason to all requests involving the closures of streets for public and private events.

Definitions:

- (a) Public and private street closures may include but are not limited to:
 - (1) Public events held annually such as the July 4th celebration, Riverwalk Celebration, Octoberfest Celebration, etc.
 - (2) Private events may include auctions, block parties, house movings, fund raising events, etc.
 - (a) House movings will be scheduled at the convenience of the police department. Typically the moving of houses or similar structures will take place in the pre-business hours of the normal working day, or preferably on week-ends.

Procedures:

- (1) When an organization or a private party wishes to request a street closure for a specific amount of time, the responsible party will submit said request in writing at least one month prior to the event to the City Clerk for approval by permit. The permit will then be submitted to the police department for initial approval.
- (2) Once initially approved the police department will provide copies of the request to all local emergency services to include the Fire Department and the Ambulance Service. Public Works will also be notified _ of the street closing. Agencies will be required to notify the police department of any conflicts that may arise. Final approval will be predicated upon approval of all agencies involved.
- (3) Once approved the requesting party will be responsible to contact Rhinelander Public Works at 369-4727 located at 644 Washington Street to arrange to pick up the barricades. Barricades may be picked up Monday through Friday from 7:00 A.M. - 3:00 P.M. The responsible party will also set the barricades up, remove them at the end of the event and return them to Public works.